



**REQUEST FOR PROPOSAL**

**FOR**

**THE DEVELOPMENT, OPERATION AND MAINTENANCE OF  
WIRELESS BROADBAND INTERNET ACCESS TECHNOLOGY AT THE  
CENTENNIAL CENTER PARK**

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Request for Proposal No: 19-04-04  
Date of Issue: May 2, 2019  
Proposal Closing Date and Time: May 23, 2019, 2:00 p.m. by City Clock  
**Proposal to be PHYSICALLY RECEIVED by the City as below PRIOR TO Proposal  
Closing Date and Time above.**

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RETURN TO:

City of Centennial  
Elizabeth Dunaway, Purchasing Manager  
13133 E. Arapahoe Road  
Centennial, Colorado 80112

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THIS REQUEST FOR PROPOSAL (“RFP”) IS NOT A COMPETITIVE BID BASED ON PRICE ONLY. The request for proposal allows the City of Centennial, Colorado (the “City”) to select the service provider that best meets the needs of the City, taking into consideration proposer qualifications, price, products, and service capabilities and other factors relevant to the City’s policies, programs, administrative resources, and budget.

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This RFP has been published at the Rocky Mountain Bid Net System, which may be accessed at the following websites:

<http://www.govbids.com/scripts/co1/public/home1.asp>  
<http://www.RockyMountainBidSystem.com>

Any modifications to this RFP or addenda pertaining to this RFP will be published to the Bid Net System, and all proposers are responsible to periodically check the Bid Net System for relevant updates prior to the submittal of a proposal.

## PROPOSER'S CERTIFICATION

**Note: return this page with your proposal.**

The undersigned, as an authorized agent of the proposer, hereby certifies that the proposer (initial all):

( ) has received \_\_\_\_\_ addendums;

( ) is familiar with all instructions, terms and conditions, and specifications stated in this RFP;

( ) is qualified to perform the work and services outlined in this RFP;

( ) will hold the proposal valid until \_\_\_\_\_ (date);

( ) has clearly marked and segregated any information that proposer requests be held as confidential, proprietary or trade secret information not subject to disclosure by the City under the Colorado Open Records Act (Section 12 of INSTRUCTIONS TO PROPOSERS).

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal Employee ID Number (FEIN)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Type of Entity (Sole Proprietorship, LLC,  
Partnership, LLP, Corporation, etc.)

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Web site (if applicable)

\_\_\_\_\_  
Email Address

Request for Proposal No. 19-04-04

**REQUEST FOR PROPOSAL****RFP NO. 19-04-04**

The City of Centennial requests proposals from qualified firms for the development (including design and installation), operation and maintenance of wireless broadband internet access technology, such as Wi-Fi, in the Centennial Center Park located at 13133 E. Arapahoe Rd. Centennial, CO 80112. The Service Provider is to provide all the necessary labor, equipment and supplies required for the satisfactory completion of the work.

Proposals are to be addressed and delivered to the Purchasing Manager for City of Centennial, in accordance with the Instructions to Proposers and all other requirements as referenced in this RFP. Proposals will be received until the Proposal Closing Date and Time set forth on the cover page of this RFP, at which time a representative of the City will publicly announce the names of those firms or individuals submitting proposals. No other public disclosure will be made if and until award of contract.

The City will use the following tentative schedule for the selection process:

- Issue requests for proposals: May 2, 2019
- Proposal submission deadline: May 23, 2019 at 2:00 p.m.
- Interviews with selected proposers: TBD

The City reserves the right to modify this timeline at any time. Should the proposal submission deadline change, all prospective proposers will be notified.

CITY OF CENTENNIAL

Elizabeth Dunaway, C.P.P.O  
Purchasing Manager

## INSTRUCTIONS TO PROPOSERS

1. Proposers responding to this RFP must submit their proposals in the format specified in this solicitation.
2. One (1) copies and one (1) electronic copy on compact disc or USB thumb drive of the proposal are to be submitted on or prior to the Closing Date and Time referenced below, to:

City of Centennial  
Elizabeth Dunaway, Purchasing Manager  
13133 E Arapahoe Road  
Centennial, CO 80112

3. Proposals must be submitted in a sealed package or envelope listing the following information on the outside:
  - RFP Title: The Development, Operation and Maintenance of Wireless Broadband Internet Access Technology at the Centennial Center Park
  - RFP Number: 19-04-04
  - RFP Closing Date and Time: May 23, 2019 at 2:00 p.m.
  - The Proposer's name and address

**No telephone, electronic, or facsimile proposals will be accepted or considered.**

4. Proposals must be sent by mail or hand delivered, allowing sufficient delivery time to ensure physical receipt in the Purchasing Manager's office by the Closing Date and Time deadline specified. The validation of the time and date received will occur in the Purchasing Manager's office. Any proposer may withdraw his / her / its proposal at any time prior to the RFP Closing Date and Time.
5. Proposals must be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. All of the proposal terms, conditions, contents, fees and charges shall be guaranteed by the proposer for a minimum of ninety (90) days from the date of submission of the proposal to the City.
6. The content of all proposals must conform to the following:
  - Proposers must respond to the questions in the order presented in this RFP.

- Proposers may provide additional supporting documentation pertinent to clarification of the proposal.
7. **Check List** – The following information must be included with your proposal in this order and be indexed/tabbed:
- Signature Page (page 2) (must be the front page of your proposal).
  - Addenda Acknowledgments (if any). Note: if addenda are issued, the same will be posted to the Rocky Mountain Bid Net System, as set forth on page 1 of this RFP.
  - Qualifications and Experience, Including References (not to exceed two (2) pages).
  - Proposed Approach to Providing the Services Requested (not to exceed two (2) pages).
  - Price Schedule/Required Responses in the Specifications/Scope of Work.
8. All changes in the RFP documents shall be through written addendum and furnished to all proposers via the Rocky Mountain Bid Net System.
9. Proposers who have questions concerning the submission of proposals or the RFP process must contact:
- Elizabeth Dunaway  
Purchasing Manager  
City of Centennial  
Telephone: (303) 754-3402  
E-Mail: [edunaway@centennialco.gov](mailto:edunaway@centennialco.gov)
- Proposers who have questions concerning the specifications or scope of work, must contact:
- Elizabeth Dunaway  
Purchasing Manager  
City of Centennial  
Telephone: (303) 754-3458  
[edunaway@centennialco.gov](mailto:edunaway@centennialco.gov)
10. The proposals will be reviewed by a selection committee. The committee may request additional information from proposers or request personal interviews with

one or more proposer. The weight to be given to each evaluation criterion will be as determined by the selection committee. Final evaluation and selection may be based on, but not limited to, any or all of the following:

- Information presented in the proposal.
  - Ability of the proposer to provide quality and timely products and services.
  - Service reliability and consistency of quality.
  - Qualifications and experience of the proposer.
  - Insurance.
  - References.
  - Personal interview.
  - Pricing / total cost.
11. All proposals timely submitted shall become the property of the City and shall be retained in accordance with the City's records retention schedule.
12. **Public Inspections of Proposals.** The City is a Colorado governmental entity. Therefore, all information included in proposals and other written information submitted by the proposer to the City is subject to the provisions of the Colorado Open Records Act, Colorado Revised Statutes Sections 24-72-201, *et seq.* ("CORA"). Proposers should expect that the proposal may be viewed by the general public and competitors once submitted to the City. If proposer requests any restrictions on the use or inspection of material contained within the proposal, Proposer must:
- (a) clearly identify *and segregate* any portion(s) of its proposal that it believes constitutes trade secrets, privileged information, and/or confidential commercial, financial, geological or geophysical data, which may not be subject to disclosure under CORA ("Confidential Information"),
  - (b) place a cover page on such segregated Confidential Information requesting that such Confidential Information be restricted from inspection under CORA, and
  - (c) State with such request, on the cover page, the statutory basis for the request under CORA.

Neither a proposal, in its entirety, nor proposal price information will be considered Confidential Information. Any information that will be included in any resulting contract cannot be considered Confidential Information. Co-mingling of Confidential Information with information that is not Confidential Information is not acceptable.

If Proposer fails to satisfy (a) \_through (c) set forth above, the City may treat the entire proposal as a public record available for inspection by the public under CORA. However, if Proposer satisfies (a) \_through (c), the City intends to redact or withhold such identified and segregated material in response to a CORA request. If the City is subject to a legal challenge (e.g., mediation, litigation) as a result of the redaction or withholding of such Confidential Information, Proposer shall be responsible to enter into an agreement with the City to cover all City costs incurred, including penalties that may be imposed by a judge, to defend its CORA response, with the City retaining full discretion on how to defend and to what extent. If Proposer fails to enter into such agreement, it shall be discretionary with the City whether to defend the legal challenge.

13. **No Waiver of Governmental Immunity.** Nothing in this RFP or any resulting agreement shall be construed to waive, limit, or otherwise modify any governmental immunity that may be available by law to the City, its officials, employees, contractors, or agents, or any other person acting on behalf of the City and, in particular, governmental immunity afforded or available pursuant to the Colorado Governmental Immunity Act, Title 24, Article 10 of the Colorado Revised Statutes.

## TERMS & CONDITIONS

1. All participating proposers, by their signature, agree to comply with all of the terms, conditions, requirements, and instructions of this RFP as stated in this RFP. Should the City omit anything from this document which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the proposer shall contact the City and secure written instructions from the Purchasing Manager at least 48 hours prior to the time and date of the scheduled opening of the proposals.
2. The City reserves the right to:
  - Reject any and all proposals received as a result of this RFP.
  - Waive or decline to waive any informalities and any irregularities in any proposal or responses received.
  - Adopt all or any part of the proposer's proposal.
  - Negotiate changes in the scope of work or services to be provided.
  - Withhold the award of contract.
  - Select the proposer it deems to be most qualified to fulfill the needs of the City. The proposer with the lowest priced proposal will not necessarily be the one most qualified, since a number of factors other than price are important in the determination of the most acceptable proposal.
3. All proposals must be signed by an authorized agent of your firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all of the terms, conditions and requirements of this RFP.
4. The City shall not be liable for any costs incurred by the proposer in the preparation and production of the proposal, contract negotiations or for any work performed prior to the execution of a contract.
5. All proposals and other materials submitted shall become the property of the City.
6. The successful proposer shall be required to enter into a written contract with the City in a form approved by the City Attorney's Office. In the event of any conflict between this RFP and the contract, the terms and conditions of the contract shall control.



## Request for Proposal No. 19-04-04

7. The City reserves the right to conduct discussions with proposers, to accept revisions of proposals, and to negotiate price changes at the sole discretion of the Purchasing Manager. During this discussion period, the City will not disclose any information regarding proposal submittals. The City reserves the right to ask for the "Best and Final Offer." Upon the execution of the contract(s), the proposals will become public record and contents may be disclosed upon request.
8. The successful proposer shall be required to indemnify and hold the City and its agents and employees harmless from and against all suits or actions of any kind, including workers' compensation claims, brought against them for or on account of any damages or injuries received or sustained by any parties, by or from any acts of the successful proposer or its agents or employees in fulfilling its contractual duties to the City.
9. The successful proposer shall have their insurance company send the Purchasing Manager a currently in-force Certificate of Insurance which indicates that insurance coverage has been obtained, including professional liability, which meets the minimum requirements as are required by Colorado law for work performed by the proposer and other insurance requirements as may be set forth in the written contract with the City.
10. The successful proposer shall comply with all applicable federal, state, and local laws, regulations, administrative rulings, and codes, and shall secure all necessary licenses and permits in connection with this RFP and any goods or services to be provided hereunder. By submitting a proposal to the City, the proposer certifies pursuant to § 8-17.5-102(1), C.R.S., that, at the time of the submittal of the proposal, it does not knowingly employ or contract with an illegal alien and that the proposer will participate in the e-verify program or the employment verification program established by the Colorado Department of Labor and Employment in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the written contract with the City.
11. By submission of the proposal, the proposer certifies that the proposal has been arrived at independently and submitted without collusion with any other proposer, and that the contents of the proposal have not been communicated by the proposer, or to the proposer's best knowledge and belief, by any one of its employees or agents, to any person not an employee or agent of the proposer, and will not be communicated to any person prior to the official opening of the proposals.
12. The City is exempt from sales, use, and excise taxes. Certification of tax exemption will be issued to the proposer upon request. Any appropriate taxes shall be shown as a separate item in the proposal.

## **BACKGROUND**

The City of Centennial has constructed a 50-mile, 432-strand dark fiber backbone throughout its municipal boundaries that connects key City sites and other community anchor institutions. This backbone also provides an opportunity for both existing and new broadband providers to utilize additional fiber infrastructure options to deliver superior and competitive services for consumers.

The City owns and operates a fiber shelter on the Civic Center property that will be available for access and storage of electronics, subject to negotiation as part of the final contract. The City dark fiber backbone is potentially available for use on a lease basis, depending on specifics of particular proposals. See Exhibit 1 for additional information.

Centennial Center Park is an 11-acre park located on the north side of Arapahoe Road between S. Revere Parkway and S. Vaughn Way, adjacent to the Centennial Civic Center. The park, completed in 2012, is heavily visited on a daily basis, and also plays host to a variety of public and private events throughout the year. The park typically has approximately 40,000 visitors per year through reservations with an additional 800 to 2,000 daily visitors during the summer months. While the total park is 11 acres, the focus of the project should be on the heavily-populated areas of the park, such as the splash pad, amphitheater and picnic shelters. The park also has an abundance of vertical assets that can be leveraged for access points, including light posts, picnic shelters, a restroom facility, and the amphitheater canopy. To view the interactive Centennial Center Park Map and accompanying photos, please visit <https://maps.centennialco.gov/parkmap/>.

## **SCOPE OF WORK**

The City requests proposals from qualified firms for the development (including design and installation), operation and maintenance of wireless broadband Internet access technology (Wi-Fi), **at no expense to the City**, in the Centennial Center Park located at 13050 E. Peakview Avenue, Centennial, CO 80112.

The City is seeking proposers with the requisite experience, financial strength, and capabilities to develop, design, administer, install, operate, repair and maintain a wireless broadband internet access system with all the necessary equipment, **at their own expense for a five (5) year term**, with a mutual option for an additional five (5) year term.

The successful proposer shall provide free, high-quality, uninterrupted wireless broadband internet access using standards in the 802.11ac family or other broadband standards and frequencies as they evolve. Access to the internet shall be granted through a portal page where the terms of service must be displayed. In exchange for the successful proposer's provision of service pursuant to the scope of work, the

successful proposer will be permitted to sell advertising space on this portal page, subject to terms and conditions to be set forth in the agreement.

At its discretion, the City may provide the successful proposer signage space to indicate public Wi-Fi availability along with the successful proposer's company name and logo.

The City also desires that the wireless broadband internet be available for use in "Smart City" technology deployment. While no specific plans are currently in place, the City wishes to work with the successful proposer on future potential plans and details.

The successful proposer should have broad experience and capabilities in wireless broadband Internet deployment, engineering, construction, installation, regulatory compliance, reporting, maintenance, repair, security, community/media relation and all other administrative aspects relating to wireless internet service.

An important aspect in the development of the public broadband wireless network will be determining how the City's existing fiber shelter, conduit and dark fiber backbone system can be fully leveraged for the deployment of the project. The successful proposer may use the City's fiber shelter to place any necessary electronics or equipment, subject to negotiation as part of the final contract.

The City makes no representations regarding the adequacy of site utilities currently in place at the Centennial Center Park. The proposer will be responsible for connecting to and/or upgrading any existing utility service or creating a new utility system, and obtaining the appropriate permits and approvals. The proposer will be responsible for any and all utility costs connected with the operation of the network during the term of the agreement.

Equipment that is purchased by the successful proposer in the implementation of the public broadband wireless network will be owned, operated and maintained by the proposer. The proposer will be able to utilize City-owned property and structures to base the network infrastructure.

Wireless broadband service must commence within six (6) months of the agreement execution. If a satisfactory working system is not launched within six (6) months of the agreement execution date, the agreement may be terminated by the City and the City may reissue this Request for Proposal.

**REQUIRED RESPONSES**

Respondents shall include the following in the proposal:

- Description of the project schedule, including the fundamental steps required to develop a public broadband wireless network in the park and an assessment of how the existing City-owned fiber and conduit assets can be leveraged;
- Proposer's staff and roles for the project;
- The proposed equipment / infrastructure to be used;
- General service performance characteristics, including but not limited to anticipated average connection speeds, uptime, and capacity;
- Description of the respondent's demonstrated experience in constructing, operating, and maintain a public broadband wireless network; and
- Description of how public network use/demand can be measured.
- Signature Page (page 2) (must be the front page of your proposal).
- Addenda Acknowledgments (if any).
- Qualifications, experience including number of years in business.
- References (minimum of three (3) references, preferably other City, town or local governments in Colorado that the proposer currently provides services to).

**Exhibit 1 – Centennial Center Park and Dark Fiber Backbone**





## Exhibit 2 – City Dark Fiber Network

